

Request for Records Disposition Authority

Records Schedule Number **DAA-0016-2019-0003**
Schedule Status **Approved**

Agency or Establishment **Department of Agriculture**
Record Group / Scheduling Group **Records of the Office of the Secretary of Agriculture**
Records Schedule applies to **Department-wide**
Schedule Subject **Management Improvement Programs**
Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0016-2019-0003

Sequence Number	
1	Management Improvement Programs Disposition Authority Number: DAA-0016-2019-0003-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="363 427 873 459">Management Improvement Programs</p> <p data-bbox="363 480 1138 512">Disposition Authority Number DAA-0016-2019-0003-0001</p> <p data-bbox="363 534 1485 789">Records generated as part of a cultural philosophy that promotes management improvement programs. The focus is on streamlining operations, provide cost effectiveness, improve customer satisfaction, customer service and continuing improvement of work processes or products. Records included are proactive preventative program records that may provide internal information, advice or recommendations, internal or external correspondence and corrective action plans in response to management improvement recommendations.</p> <p data-bbox="363 810 915 842">Final Disposition Temporary</p> <p data-bbox="363 863 850 895">Item Status Active</p> <p data-bbox="363 917 821 949">Is this item media neutral? Yes</p> <p data-bbox="363 970 805 1002">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="363 1119 667 1151">Disposition Instruction</p> <p data-bbox="363 1183 1114 1215">Cutoff Instruction End of the Calendar Year</p> <p data-bbox="363 1236 1425 1300">Retention Period Destroy when 5 years old, but longer retention is authorized if needed for business use.</p> <p data-bbox="363 1342 662 1374">Additional Information</p> <p data-bbox="363 1395 948 1427">GAO Approval Not Required</p>

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
11/27/2018	Certify	Erin Brando	Agency Records Officer	Staff Offices - RG 16
06/26/2019	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
07/05/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/08/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/10/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist